

Clark County Sheriff's Office



Communication's Division Work Rules

Effective Date: June 25th, 2020

CONTENTS

Hours of work.....	3
Overtime.....	3
Overtime Call In Procedure.....	3
Personal Time Off (PTO).....	5
Unplanned Personal Time Off (PTO).....	5
Switching Of Hours.....	6
Holidays and Holiday Pay.....	6
Scheduled Holiday Pay.....	6
Unscheduled Holiday Pay.....	7
Training.....	7
Longevity Request.....	8
Scheduling.....	8
Breaks.....	8
Tardiness.....	9
Uniforms.....	9
Task Assignments.....	9
Special Disciplines And Discipline Pay.....	10

HOURS OF WORK

The pay period for employees assigned to the Communication's Division is 14 days.

Within a pay period, full time employees shall work between 4 - 12 hours per day and shall be scheduled to work 2 days, have 2 days off, work 3 days, have 2 days off, work 2 days and have 3 days off.

Reserve employees will work the same work schedule working between 4-12 hours per day. Reserves shall be expected to work a minimum of 24 hours per month with few exceptions and only if approved by the Communications Captain. Reserves must keep TIME System and EMD certifications up to date and attend all required trainings.

Employee's time sheets will be itemized daily. Day shift will be scheduled and paid for 36 hours one week and 40 hours the next week. Night shift will be scheduled and paid for 40 hours one week and 40 hours the next.

Shifts worked which cross over into the next day will be credited to the date the hours were worked (i.e. If you begin your shift on Saturday at 5:00 pm and work until 5:00 am the following morning, 5:00 pm to 12:00 am will itemized to Saturday and 12:00 am to 5:00 am will be itemized to Sunday.)

All employees must clock-in and clock-out using a punch clock or Executime. Employees should not be clocking in before 4:53 am or 4:53 pm or clocking out after 5:07 pm or 5:07 am unless there is a legitimate justification for the over-time. Any justifications for unscheduled over-time should be e-mailed to the Communications Captain.

Communications employee's hours are fixed and the adjustment of work hours will not be allowed unless approved by the Communications Captain. (i.e. If you show up for work late, you must still punch out at your regular time and are not permitted to work later to make up the time.)

OVERTIME

All Communications employees shall be paid one and one half times their normal hourly rate for all time actually worked in excess of 40 hours in a 7 day work week.

Overtime Call-In Procedures

1. On Mondays, Tuesdays and Fridays the Communications employees who are working the short shift will be required to stay or come in early to cover the open shift. This is to alleviate the need for an order-in.
2. Mandatory overtime (PTO submitted greater than or equal to 45 days in advance) within the office shall be offered starting with the reserve employees.
 - a. Qualified reserves will be placed on a list by longevity, starting with the employee with the greatest longevity. Once a shift has been filled, the next open shift will be offered to the next reserve that is directly beneath the reserve who took the last overtime shift.

- b. Notification of overtime will be sent by e-mail and text message to all qualified reserves on the day the new monthly schedule is posted. Notification will include the date and time of the shift that needs to be filled along with a prioritized list of reserves who can fill the shift.
 - c. The first available reserve will have 1 week to decide on whether or not they wish to fill the shift and notify the Communications Captain of their decision. If they choose not to fill the shift or no notification is made to the Communications Captain in the allotted time, the next available reserve will be notified and have 1 week to decide on whether or not they wish to fill the shift and so on.
3. Once the shift has been offered to everyone on the reserve list and is not filled, it will then be offered to the full-time employees.
 - a. Full-time employees will be placed on a list by longevity (order-in list), starting with the employee with the greatest longevity. Once a shift has been filled, the next open shift will be offered to the next full-time employee that is directly beneath the full-time employee that took the last overtime shift.
 - b. That employee will have 1 week to decide on whether or no they wish to fill the shift and notify the Captain of their decision. If they choose not to fill the shift or no notification is made to the Communications Captain in the allotted time, the next available full-time employee will have 1 week to decide when other they wish to fill the shift and so on.
4. All employees unavailable for the over-time shift will be skipped in the longevity list and will be treated the same as those refusing the offer.
5. Once an employee signs up for an overtime shift, they are immediately responsible for that shift and cannot remove themselves from the shift. Any removal from a shift will be at the discretion of the Communications Captain.
6. Once the shift has been offered to all reserve and full-time employees and is not filled, the shift will then be ordered for based on the longevity list, starting with the employee with the least longevity.
 - a. Once a longevity list (order-in list) has been established, order-ins are then based on the number of order-ins an employees currently has. The employee with the least number of order-ins will be ordered unless otherwise determined by the Communications Captain.
 - b. All employees unavailable for the over-time shift will be skipped in the longevity list and will be treated the same as those refusing the offer. Unavailable pertains to employees who are using PTO the day directly before or after the date to be ordered.
7. There must be a minimum of 8 hours between shifts. (If someone works until 9:00 PM, they can be ordered for the next dayshift starting at 5:00 AM.)
8. When there is an immediate need to fill a shift and the above procedure cannot reasonably be adhered to, over-time may be assigned to the employee of first contact. If no contact is made with any employees, the Communications Captain may reassign any available employees to fill the shift.
9. There will not be more than one employee ordered for a shift.
10. Employees will be required to stay until their replacement is physically in dispatch. If an employee calls in sick for the next shift, an employee will be required to stay until a replacement arrives.
11. When an order-in occurs, documentation will be made on the Longevity Overtime Call-In Sheet and submitted to the Communications Captain.

12. Employees involved with an order-in are responsible for being present at their assigned shift and will be subject to disciplinary action if they fail to do so without sufficient reason.
13. To receive credit for an order-in, you must at least work 4 hours of the shift.
14. The Clark County Sheriff's Office provides service to its citizens 24 hours a day, 7 days a week for 365 days a year. Because of this service, employees are subject to call 24 hours a day, 7 days a week.

PLANNED PERSONAL TIME OFF (PTO)

1. PTO shall accrue in accordance with the Clark County Employee Handbook.
2. PTO shall be used increments of 15 minutes.
3. Employees without enough PTO to cover their request, shall be denied the time off.
4. The maximum number of employees allowed off is one person per shift or two per day. Exceptions to this may be made based on significant events (i.e. graduations, funerals of immediate family) at the discretion of the Communications Captain.
5. Vacation requests submitted in advance of 60 days or greater will be granted to the Communications Deputy with the greatest longevity. If this shift is not voluntarily filled, it may be filled by the Order-In Process based on the needs of the office.
6. Vacation requests submitted in advance of 59 to 45 days will be granted on a first come first serve bases. If this shift is not voluntarily filled, it may be filled by the Order-In Process based on the need of the office.
7. Vacation requests submitted in advance of 44 days or less will be granted as long as it does not result in overtime and the shift is filled on a voluntary bases. The Order-In Processes will not be used to fill the shift.
8. All planned and unplanned PTO requests will be approved at the discretion of the Communications Captain and may be denied based upon the needs of the office.
9. Preplanned PTO of 3 days or greater should be scheduled at a minimum 60 days prior to the date of absence and will be approved or denied at the discretion of the Communications Captain and/or based on the needs of the Sheriff's Office.
10. All planned and unplanned PTO must be submitted in Executime and by completing a Request for Time Off slip.
11. It is the expectation of the Clark County Sheriff's Office that employees will be punctual and in regular attendance. Poor attendance, failure to report or excessive tardiness is disruptive to the work environment. Either may lead to disciplinary action, up to and including termination of employment.

UNPLANNED PERSONAL TIME OFF (PTO)

1. Employees unable to report to work shall notify the Communications Center of an absence as soon as possible or at least 3 hours before their shift begins.
2. Use of an employee's "banked sick leave cash balance account" must comply with the provisions of the Clark County Employee Handbook.

3. Employees are expected to continue advising the Communications Center and the Communications Captain of the expected return date if the unanticipated absence is longer than one day.
4. If an employee is aware they may have an absence, which involves illness or injury, which will extend beyond 3 days, the employee should contact the Office of Personnel to discuss applicability of Family and Medical Leave Act and notify the Communications Captain.
5. Absences in excess of 2 days which involve illness or injury, must be verified by a doctor

SWITCHING OF HOURS

Employees may be allowed to change shifts and/or hours off provided the following:

1. All open shifts for that day were filled voluntarily and/or not filled by an order-in
2. It would not result in 2 people off on a shift for that day
3. The switch does not generate overtime for either employee.
4. The switch is completed within the same pay period.
5. Involved employees have completed and submitted a signed Switch Shift Form to the Communications Captain.
6. The Switch Shift Form has been reviewed and approved by the Communications Captain

The employees involved in the switch shall be responsible for being present at their newly approved work hours and will be subject to disciplinary action by the LEC or designee if they fail to do so without sufficient reason.

HOLIDAYS AND HOLIDAY PAY

Holidays Observed:

January 1 – New Year’s Day

Thanksgiving Day

Friday before Easter

Veteran’s Day

Memorial Day

December 24 – Christmas Eve

July 4 – Independence Day

December 25 – Christmas Day

Labor Day

Holiday pay will not be paid to part-time or reserve employees.

Scheduled Holiday Pay

If an employee is scheduled to work a listed holiday, the employee shall be paid time and one-half hours for the hours worked on the holiday, plus 8 hours of holiday pay at the employee’s regular rate of pay.

Unscheduled Holiday Pay

1. If a full-time employee is not scheduled to work a holiday, but accepts to work or is ordered-in to work one of the listed holidays, the employee shall be paid time and one-half for the hours worked, plus be allowed 16 hours of holiday pay at the employee's straight time rate.
2. If a full-time employee is scheduled to work a holiday but uses PTO and does not work, they shall forfeit their 8 hours holiday pay.
3. If a full-time employee is not scheduled to work a holiday listed and does not work, they shall be paid 8 hours of holiday pay at the employee's regular rate of pay.
4. Employees will receive a minimum of 2 hours pay when called to work on an unscheduled holiday.
5. Any full-time employee who uses unplanned PTO on their scheduled day to work before or after a holiday, shall forfeit their 8 hours of holiday pay. (Example: If the holiday is on a Thursday and you call in sick the Tuesday before, even though you did not work Wednesday, you would lose your 8 hours of holiday pay.)

TRAINING

1. Employees may request training outside the Sheriff's Office by submission of a training request form.
2. The Communications Captain will review all requests to ensure completeness and determine if the training is applicable to communication operations, meets budgetary expenses, and will approve or deny the request.
3. The Communications Captain will then forward the request to the Chief Deputy for a secondary review. The Chief Deputy will make the final decision on attendance with the input from the Sheriff.
4. Employees may be asked to present the training they attended to other employees who did not get the opportunity to attend.
5. Training hours for all training which occurs within or outside of Clark County, shall be counted as training hours and included in the total hours worked in given pay period.
6. When required training occurs outside of Clark County, travel time will be counted as regular hours worked and is also included in the total hours worked in a given pay period.
 - a. If the mandatory training is offered on site at the Sheriff's Office and the employee is unable to attend, the employee is responsible for their travel time and mileage to attend the training at another location.
7. Training which occurs during an employee's shift shall be paid at their regular rate of pay.
8. Training hours in excess of 40 hours will be documented as training overtime hours and will be paid at time and one-half.
9. Travel time in excess of 40 hours will be paid as regular overtime hours and will be paid at time and one-half.

10. Travel time hours and mileage will be computed using Google and the shortest route available from the Sheriff's Office to determine hourly pay and mileage unless otherwise approved by the Communications Captain.
11. Training requested by an employee, but not required by the department for an employee's current position, may be allowed by the office but will be not counted as hours worked or training hours.

LONGEVITY REQUEST

In November of each year, full-time employees will be given the opportunity to select a shift preference. These preference will be based on:

1. The needs of the office
2. Longevity

If deemed necessary, selection of shift preference may occur at any time at the discretion of the Communications Captain.

There will not be a preference selection for rotation, this will solely be based on the needs of the office.

SCHEDULE

The schedule will be handled by the Communications Captain and/or his/her designee.

Schedules will be posted in the Communications Center up to 3 months in advance whenever possible.

Only the Communications Captain and/or his/her designee are allowed to make alterations to the schedule. The only exception would be when there is need to fill unplanned PTO (sick call.)

BREAKS

A total break period of 30 minutes will be allowed per shift. Breaks can be broken down into 3 - 10 minutes periods or 2 - 15 minute periods. Of this allowed time, only 5 minutes will be allowed outside of the Dispatch Center, unless otherwise approved by the Communications Captain. During all breaks a portable radio must be carried to monitor traffic in dispatch.

If a break takes more than the allowed time, PTO must be used to cover the extended time over the 10 or 15 minutes.

Using the restroom, running an errand within the Sheriff's Office or Courthouse or having to step away due to a bad call will not be documented as break-time.

If there is a continuous pattern of over using or misusing breaks, progressive disciplinary action will be taken (verbal warning, written warning, suspension up to and including termination.)

TARDINESS

Employees are expected to report on time for work and must be in full uniform and ready for shift briefing at the start of the shift.

An employee who is late for work for any reason shall notify the Communications Captain as soon as possible and provide a reasonable justification.

- a. If the tardiness is excused by Communications Captain; the employee will use PTO. An excused tardiness occurs when an employee provides sufficient notice and the reason is found credible/acceptable.
- b. If the tardiness is unexcused, the employee is expected to take time off without pay in 15 minute increments based on the total work time missed.
- c. If a pattern of tardiness exists, progressive disciplinary action will be initiated.
- d. A communications Deputy on the previous shift will need to remain on duty until the employee reporting late arrives. The employee who is expected to remain on duty will receive regular or overtime (time and one-half) pay and the reason will be documented on his/her timesheet.

UNIFORMS

All Communications Employees will report to work wearing the required uniform:

1. Button or zip-up black shirt with Clark County patches, a flag, Clark County Sheriff's badge, name tag and S.O. collar brass. A black shirt must be worn underneath.
2. Black BDU style pants.
3. Tactical boot or shoe. No slip-on shoes of any type will be allowed.
4. A belt must be worn displaying hand-cuffs

New employees who have not yet received a uniform must wear appropriate casual attire, such as khakis and a dress shirt. No jeans, leggings, sweatshirt, t-shirts, tank tops or form fitting clothing will be allowed.

TASK ASSIGNMENTS

On-duty Communication Employees are expected to work cooperatively with one another to complete necessary tasks during the course of their shift.

The Communications Captain will monitor the progress of daily activities and may assign specific tasks if necessary.

Assigned Task (Bank Alarm Book, Code Sheet, ATV Routes etc.)

1. Assigned Tasks will be offered on a first come, first serve bases. Any task not being covered will be assigned to an employee by the Communications Captain.
2. Assigned Tasks must be completed by the appropriate time indicated on the form. Once completed the form must be signed and dated by the employee completing the task. The form must be submitted to the Communications Captain.

Specialized Tasks (Validations, Communications Training Officer, EMD-Q, etc.)

1. Communications Employees who have received special training through the Sheriff's Office in a specialized area will be expected to perform that task in accordance with training.
2. A specialized task may not be discontinued without authorization of the Sheriff.

SPECIAL DISCIPLINES AND DISCIPLINE PAY

Special Disciplines include Communications Training Officer (CTO), Crisis Negotiator, Tactical Communicator (CREEPS), Corrections Emergency Response Team (CERT) and Emergency Response Team (ERT).

When a position becomes available, the Chief Deputy will send out a posting of the available disciplines. Interested employees will be required to submit a letter of application to the Chief Deputy. The letters of application should include your training and/or experience that may qualify you for the position. Separate applications should be submitted if applying for more than one discipline.

To receive discipline pay, an employee must take active part in the discipline or attend the specified number of trainings required each year by the Sheriff, Chief Deputy or designated leader. Failure to attend the specified number of trainings each year may result in loss of discipline pay and/or removal from the discipline position.

Employees will receive yearly discipline pay for each discipline they are involved in with the exception of CTOs. CTOs will received a \$1.00 increase in hourly pay for the hours spent directly training a new employee.